

UTAH NEW HIRE REGISTRY REPORTING FORM

- > Photo Copy this Original for Future Use
- > **Important** Instructions on Reverse Side
- > PRINT Legibly in Ink, or Type All Entries
- > Please Write all Entries in CAPS
- > All Required Items **MUST** Be Completed

Submit within 20 days
of new employee's
first day of work to:

INTERNET

Utah New Hire Registry
P.O. Box 45247
Salt Lake City Ut 84145-0247
or FAX (801) 526-4391
<http://jobs.utah.gov/newhire>

REQUIRED EMPLOYER INFORMATION

1. Federal Employer
ID Number (FEIN)

2. Employer's
Name

3. Employer's Street
Address

4. Employer's
City

5. Employer's
State

6. Employer's
Zip Code

REQUIRED EMPLOYEE INFORMATION

7. Social Security
Number (SSN):

8. Employee's
First Name

9. Employee's
Middle Initial

10. Employee's
Last Name

11. Employee's Home
Address

12. Employee's
City

13. Employee's
State

14. Employee's
Zip Code

OPTIONAL EMPLOYEE INFORMATION

15. Date of Hire
(Month/Day/Year)

16. Date of Birth
(Month/Day/Year)